

MEETING OF TUESDAY, JANUARY 22, 2019

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HOBOKEN FREE PUBLIC LIBRARY, HELD IN THE SMALL PROGRAM ROOM IN THE LOWER LEVEL OF THE PUBLIC LIBRARY, 500 PARK AVENUE, HOBOKEN, NEW JERSEY ON TUESDAY, JANUARY 22, 2019 AT 6:30 P.M.

----- Meeting Excerpt -----

1. Call to Order

Treasurer Serrano called the meeting to order at 6:30 p.m. and certified that pursuant to the Open Public Meetings Act, notice of the meeting had been given in the annual meeting notice, which was adopted at the July 24, 2018 meeting of the Library Board, which notice was provided to the Jersey Journal and the Hoboken Reporter, had been posted at the Library, Hoboken City Hall and filed with the Hoboken City Clerk.

2. Roll Call

Roll call was taken:

Attendance	Present	Absent	Notes
Dr. Jerome Abernathy, President		X	Excused absence
Mrs. JoAnn Serrano, Treasurer	X		
Ms. Susan Murcko, Secretary	X		
Mr. William Coughlin, Mayor's Designee*	X		
Ms. Amanda R. Blaney		X	Excused Absence
Ms. Jennifer Evans, School Superintendent's Designee*	X		
Ms. Ana Sanchez	X		Joined at 6:35 p.m.
Mr. Jack Silbert	X		

**Ex officio* under NJ state law.

**Present via remote connection.

Also in attendance were: Library Director Lina Podles, Facilities Director Michael Chapka, Marketing Manager Mark Curiale, Recording Secretary Clark Matthews, Library Counsel Michael Cerone Esq. and members of the library staff and public.

—Mrs. Serrano: Proposed excusing the absences of Dr. Abernathy and Ms. Blaney, which were due to business and child-care commitments respectively. Board consent to excuse them was added to the consent agenda.

3. Public Comments

—Mrs. Serrano: Invited comments from the public. There were no public comments.

4. Director's Report

—Mrs. Podles: Highlighted several items from the Director's Report: There are new opportunities for grant funding: New Jersey Historic Trust (NJHT) grants for 2019 have been advertised and she will investigate applying for up to \$500,000 for the 3rd floor and related renovation and restoration projects, to be determined. She is proceeding with the Hoboken Housing Authority (HHA) offer of their tower space for a Library Learning Center (LLC) and counsel for the library and HHA are developing a letter of agreement. After examination, it appears that the City of Hoboken is still retaining \$250,000 of library grant funding; she has now spoken with the mayor's office and is pursuing getting these library grant funds released. She has reviewed the video of the incident when homeless users provoked and threatened each other at the computer terminals, and then brought it to the attention of the Board President, Jerome Abernathy, who, in turn, forwarded it the Mayor's assistant John Allen; Dr. Abernathy and the Director asked about setting up a day shelter for the homeless population so that such incidents do not become an ongoing problem at the library.

—Ms. Sanchez: Joined the meeting at 6:35 p.m.

—Mrs. Podles: Continued the report with a presentation of demographic analytics on the Hoboken library community: This analytical project grew out of a request at the city council meeting for information on library usage and patrons throughout town. She and the library staff used Analytics on Demand to examine community demographics and library patrons by ward, with useful results. She presented breakdowns of total population, families, and library patrons for each city ward and discussed what the analysis suggests about possible needs and levels of patron services that are suitable to each part of the city.

5. Committee Reports, including Finance Committee and Payment of Bills

—Mr. Chapka: Reported for the Buildings and Grounds Committee: Contract signoff with GK Contractors LLC as general contractor (GC) for the renovation of 256 Fifth Street is done and GK Contractors are modifying the site to start work. He is now taking steps in the

library building to resume renovations work on the second and third floors as the work progresses at 256 Fifth Street. Weather readiness and weather emergency procedures are being practiced after the recent extreme cold.

—Ms. Sanchez: Continued the report: She and Michael met with John Hatch of capital consultants Clarke Caton Hintz (CCH) to review CCH’s study recommendations for renovations; they think that there should be ground rules worked out before the community meetings begin on the next round of renovations.

—Ms. Murcko: Asked if there were developments regarding an uptown branch at Hoboken Community Center (HCC), the former YMCA facility. There is nothing new at HCC; short-term rentals are also being explored.

—Mrs. Serrano: Reported for the Budget and Finance Committee: There is no committee report this month. She described the financial matters before the board for approval (all in part 3 of the board package): 1.) in Part A, to pay from the capital improvement construction account at Bayonne Community Bank (BCB) check no. 315 totaling \$15,446.23; 2.) to pay FY 2018 library operating expenses with checks no. 7276–7306 and 7360–7361 totaling \$52,531.03; 3.) to pay FY 2019 library operating expenses with checks no. 7312–7359 totaling \$91,611.13, and to pay via PayPal \$239.88 to Adobe Creative Cloud; 4.) to approve a resolution to void check no. 7242; and 5.) in Part B, to pay expenses for library materials with checks no. 7307–7311 totaling \$24,810.10.

—Mrs. Serrano: She asked if there were questions about the bills to be paid or other matters. There were no questions. The Part A bills to be paid and resolution to void the check were added to the consent agenda.

—Ms. Evans: Moved the board approve paying the Part B bills for library materials.

—Ms. Murcko: Seconded.

—Adopted by roll call vote as follows: YEAS: 5 NAYS: 0 RECUSED: 1 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Mr. Coughlin	X			
Ms. Evans	X			
Ms. Murcko			X	
Ms. Sanchez	X			
Mr. Silbert	X			
Mrs. Serrano, Treasurer	X			

—Ms. Murcko: Reported for the Personnel and Policy Committee: As part of the committee’s evaluation of trustee goals, she and Dr. Abernathy have met with most trustees and are planning the final interviews to develop 2019 goals. They have met with the

Director and are reviewing her proposed goals for 2019, for board approval in February. The committee has received the draft employee handbook and is reviewing the draft to provide feedback to the Director in February as well.

6. President's Report

—Mrs. Serrano: In Dr. Abernathy's absence there is no report this month.

7. Library Foundation Report

—Mrs. Serrano: Reported the foundation is still receiving checks in response to the 2018 Annual Appeal.

8. Friends of the Library (FOTL) Report

—Mrs. Freiser: Reported for the Friends of the Library: The FOTL-sponsored ESL classes have resumed to a large enrollment of very diverse students, ranging from 18-19-year-old au pairs to elderly grandparents; there are Chinese, Colombian, Eastern European, and other ethnicities represented. One Friends' volunteer ESL tutor is Diane London, the former NJ12 News Anchor, who is advising advanced students with diction in very well-attended sessions. There is a new Friends' newsletter in color, which will be sent via e-mail and postal media; it is titled "Bookish." Preliminary discussions have begun for Novel Night 2019.

9. Old Business and New Business

—Mrs. Serrano: Called for any old or new business; there was none.

10. Executive Session

—Mrs. Serrano: Announced an Executive Session had been requested to discuss a personnel matter.

—Ms. Sanchez: Moved the board enter Executive Session.

—Mrs. Serrano: Seconded.

—Adopted by voice vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

—The board entered Executive Session at 7:16 p.m. and returned to open session at 7:40 p.m.

---Mrs. Serrano: Reported on the session: It dealt with personnel matters; no votes or actions were taken.

11. Consent Agenda

---Mrs. Serrano: Moved the board approve approve the meeting consent agenda as follows:

- a. Excuse the absences of Dr. Abernathy and Ms. Blaney.
- b. Approve payment of FY 2018 and FY 2019 Part A bills for non-media operating expenses and capital spending.
- c. Approve resolution to void check.

---Ms. Evans: Seconded.

---Adopted by roll call vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Mr. Coughlin	X			
Ms. Evans	X			
Ms. Murcko	X			
Ms. Sanchez	X			
Mr. Silbert	X			
Mrs. Serrano, Treasurer	X			

---Ms. Sanchez: Moved to adjourn.

---Mrs. Serrano: Seconded.

---Adopted by voice vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board of trustees adjourned at 7:43 p.m.